INFORMATION TECHNOLOGY COMMITTEE
November 15, 2012
8:30 am
Conference Room 202

**Present:**  Chairman Ron Niemann, Pat Shea, Marie Wamsley, Kim Winslow, Jason Walter, John Hastie, Becky Taylor, Kate Chambers, Shelley Lange

(1) **Call to Order:**  The meeting was called to order at 8:30 am by Chairman Niemann

(2) **Proof of Posting:**  Ron asked if the meeting was properly posted, and Kim advised that the agenda was posted by the County Clerk's office in the Courthouse, Hospital, Darlington Municipal Building, and the County's website.

(3) **Action on Agenda:**  Motion by Wamsley, second by Shea, to approve the agenda as presented.  Voice vote, motion carried.

(4) **Action on Minutes:**  Motion by Wamsley, second by Shea, to approve the minutes from the October 18, 2012 meeting as presented.  Voice vote, motion carried.

(5) **UWP New Ventures Program -**   no one from the UWP New Ventures Program, or Ela Kakde, attended the meeting.

(6) **Purchase of 5 new computers, monitors and software for ADRC:**  Kate Chambers attended the meeting on behalf of the ADRC.  She advised that the ADRC has M.A. reimbursement money from the State that they have to use before the end of the year.  This money must be used for a specific purpose, and if it is not used it must be sent back to the State.  They can't bank the money for next year, and it can't be used in other areas of the Human Services department.

The ADRC would like to purchase 5 new computers, monitors, and software for their department.  The current computers that their employees have will be moved onto someone else in the Human Services department that has an older computer in need of replacement.  A motion was made by Wamsley, second by Winslow, to approve the purchase of the 5 new computers, monitors, and software for $4,384.40.  Voice vote, motion carried.

(7) **Purchase of computer and software for Hospital:** Marie advised that the computer in the Respiratory Therapy department is dying.   Jason has tried to replace the RAM in it, and use parts from other computers, but he has been unsuccessful in getting it to work. The quote for a new computer and software is $716.72.  Motion by Shea, second by Winslow, to approve the purchase of the new computer and software for $716.72 pending approval by the Hospital Committee on November 20th.  Voice vote, motion carried.

(8) **Purchase of printer for the Manor:**  The printer in the MDS Department is no longer functioning properly. It is having problems pulling the paper through.  Jason and Christine have looked at it, and said that it would need a new maintenance kit, which costs $109.00, plus S & H, and the labor to install the kit.  The Manor would instead like to purchase a new printer for this department, seeing as they do a high volume of printing.
The quote for a new Brother printer is $279.00.

Marie questioned whether or not they have looked into the cost of replacement toner/ink cartridges for this printer, because in her experience she has found that when you purchase a cheaper model of a printer the replacement tone/ink cartridges for these cheaper printers can be expensive.  Shelley advised that in her research for other printers, the toner/ink cartridges cost approximately $68.

A motion was made by Wamsley, second by Winslow, to approve the purchase of a new printer for the Manor up to $300, after checking into the cost of replacement toner/ink cartridges for the printer, and pending approval by the Manor Committee.  Voice vote, motion carried.

(9) **Wireless microphone and sound system for the County Board Room:** Pat Shea received a quote from Lifeline Amplification Systems in Platteville, for setting up the County Board Room with a wireless microphone and sound system.  Their quote was $22,000.  The board recommended that we get some more quotes before making any decisions.  This item will be revisited at the December meeting.

(10) **Microsoft Technical Support:** Jason has completed all of the paperwork for the Microsoft Licensing, so now he is just waiting to hear back from CDW-G.
Jason has received some prices regarding the Microsoft TechNet subscription.  There are three levels of subscription; $199, $349, or $599.  Jason felt that the middle level would be suitable.  It comes with everything except the physical media, but it gives you the ability to download the necessary media.  The highest level comes with physical media and access to Windows 7 and Windows 8 Enterprise, and Server Enterprise.

After a discussion, a motion was made by Wamsley, second by Winslow, to go with the Professional Level of TechNet subscription for $599.  Voice vote, motion carried.  If we decide after a year that this is more than Jason needs, then we can scale back to the middle level.

(11) **Management software for future computer inventory:**  Jason has been doing some research on the Altiris and Express Matrix software for computer inventory.  Jason found that the Altiris software requires our system to have SQL 2008 or 2012 which costs $1,800.  Therefore, Jason is looking into other software packages.  He has been in contact with Jeff at Grant County's IT Department to see if he knows if Spiceworks has other ways to do this for us.

Jason will report back on this some more at the December meeting.

(12) **Changes to email server, email software, and email encryption:**  Jason had quotes for a couple of different email servers.  However, he did not have the information available for the software and email encryption.  Ron asked that for the next meeting Jason put together a summary of the total cost involved, before we approve anything.  It would be better to do it all at once, instead of piecing things together.

(13) **Data loss plan for emails, and moving old emails to archives:**  Right now the email server is being backed up every night to the backup server at Human Services.  This information is available on the backup server for 7 days, and then they automatically delete themselves.  There are no monthly backups done at this time.  It was suggested that when we get the new email server in place, we look into implementing a rotation system for the backups, and start doing daily/weekly/monthly/yearly backups.

After a discussion a motion was made by Shea, second by Winslow, to approve the purchase of a backup hard drive, up to $150, to use for further backup of emails until we get the new system in place.  Voice vote, motion carried.

(14) **Updating of Firmware:** Jason has slowly been working on figuring out the IP addresses of all of the switches, and he has been updating the switches that are not going to be replaced.  He has not done anything with the older core switch here at the Courthouse yet.  Any switches in any of the outlying departments, it is going to be an ongoing process.

(15) **Monthly update from IT Department:** This last month, Jason and Christine have been concentrating on organizing and clean up.  Christine has been going through all of the email and Active Directory accounts to see which ones are still active and which ones need to be deactivated or deleted.

Jason has also completed the project at the Manor.  He got the VPN going from the Hospital to the Manor, and was able to set up the server at the Manor to be an Active Directory controller.  This way if the Manor loses their internet connection, employees will still be able to log in.  He also migrated the DNS and DHCP services off of the current firewall there to the Windows server.

(16)  **IT Vouchers:**  There are two vouchers for November.  The first was in the amount of $118.43, which included RAM and the monthly cell phone bills for the IT Department.  The second voucher was in the amount of $922.20 which included the new computer and software for the Hospital that we talked about earlier in this meeting, a box of CAT6 cable for the Clerk of Courts, and wall plates and modular jacks for the Hospital.  Motion by Shea, second by Winslow, to approve the vouchers as presented.  Voice vote, motion carried.

(17)  **Future Agenda Items:**  D & P on wireless microphone and sound system for the County Board Room
D & P on management software for future computer inventory
D & P on new email server, email software, and email encryption
Update on inactive account processes

(18)  **Next meeting date:**  December 18, 2012 at 8:30am

(19)  **Adjournment:**  Motion by Winslow, second by Shea, to adjourn the meeting.  Voice vote, motion carried.